



DEPARTMENT OF
BUDGET & MANAGEMENT

ADPICS PROCESSING PROCEDURES

The following outlines the Direct Purchase Order processing procedures for services and/or equipment available through the new **Mobile Devices and Services** contract. All Executive Branch Agencies are required to enter Direct Purchase Order releases in State ADPICS against the Blanket Purchase Order (BPO). Agency Requisitions will no longer be used for this process. The procedures are effective **January 1, 2007**. Any questions should be directed to Mike Balderson at mbalders@dbm.state.md.us or Sue Woomer @ swoomer@dbm.state.md.us

050B7800021 -MOBILE DEVICES AND SERVICES

- ❖ Requesting agency creates a Direct PO (PCHL2360) utilizing the BPO.
- ❖ Requesting agency selects the vendor from the multi-vendor BPO:
 - Cingular Wireless
 - Sprint Nextel
 - Verizon Wireless

Select commodity code(s) from the BPO:

- ❖ In the commodity spec., provide details regarding phone model, accessory, or service requested including vendor specific information
 - 91575-000002 Wireless voice service
 - 91575-000003 Wireless data service
 - 91575-000004 Wireless data phone
 - 91575-000005 Wireless voice phone
 - 91575-000006 Wireless data equipment accessories
 - 91575-000007 Wireless voice equipment accessories

If you are using multiple accounting, the accounting information of this screen will need to be completed before inserting your WSCA specification.

- ❖ It is recommended an agency buyer's code be entered to ensure that the Requesting Agency's contact information is on the PO.
- ❖ No specific DOC type is required for the Direct PO, since that was eliminated along with agency requisitions.
- ❖ The Direct PO will automatically be routed via commodity approval processing to DBM for review and approval in ADPICS mailbox 050P1, level 800, if greater than \$.01. All transactions must be greater than a penny to enter the correct approval path.
- ❖ The Requesting Agency can monitor the status of the Direct PO through ADPICS by utilizing the active document screen (PCHL 9220) or archive screen (PCHL 9230) for the Direct PO.
- ❖ After the Direct PO is approved & posted by DBM, the Requesting Agency will fax the Direct PO to the appropriate vendor.
- ❖ The Requesting Agency shall follow-up with the vendor directly concerning the status of the initial purchase as well as subsequent invoice and service concerns.

Cingular Wireless

Mark Bumgardner, Govt. Sales Representative
11710 Beltsville Dr.
5th Floor, Beltsville, MD, 20705
e-mail: mark.bumgardner@cingular.com
Phone: (410)608-1252
Fax: (866)603-0742

Required Information on all Wireless Orders

Western States Contracting Alliance (WSCA)
RFP/Contract # 1523
Agency Contact Person: -----
Agency Contact Email: -----
Agency Contact Telephone: -----

Verizon Wireless

Joe Angel, Government Account Manager
7600 Montpelier Rd
Laurel, MD 20723
Email: joseph.angel@VerizonWireless.com
Phone: 301-520-3000
Fax: 240-568-1348, 866-877-4191

Required Information on all Wireless Orders

Western States Contracting Alliance (WSCA)
RFP/Contract # 1523
Agency Contact Person: -----
Agency Contact Email: -----
Agency Contact Telephone: -----

Sprint Nextel

Guerdy Charles
12510 Prosperity Dr, Suite 200
Silver Spring, MD20904
Office: 301-625-5525
Email: Guerdy.charles@sprint.com
Wireless: 410-365-4510
Fax: 703-995-4619

Required Information on all Wireless Orders

Western States Contracting Alliance (WSCA)
RFP/Contract # 1523
Agency Contact Person: -----
Agency Contact Email: -----
Agency Contact Telephone: -----